OTCnet℠

Deposits Made Simple

Chapter 3: Creating and Modifying Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Creating and Modifying Deposits Participant User Guide* includes:

- Deposit Preparer
- Deposit Preparer and Approver

Overview

Welcome to *Creating and Modifying Deposits*. In this chapter, you will learn:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Items
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit

Topics

This chapter is organized by the following topics:

1. Purpose of Creating and Modifying a Deposit
2. Creating a Deposit and Confirming or Submitting for Approval
3. Modifying a Deposit

Topic 1. Purpose of Creating and Modifying a Deposit

The purpose of creating a deposit is to help you find the information needed quickly and easily to successfully complete deposits for your organization. The ability to modify those deposits ensure accurate deposits are made.

You may be assigned the **Deposit Preparer** role, the **Deposit Approver** role or both the **Deposit Preparer** and **Deposit Approver** roles.

As a **Deposit Preparer**, you can create deposits, save them as draft or save for approval, modify draft deposits and search for and view deposits.

As a **Deposit Approver**, you can submit (to your financial institution) or reject deposits saved for approval and to search for and view deposits.

As a **Deposit Preparer** *and* **Deposit Approver**, you have the ability to create deposits, submit deposits, modify draft deposits and search for and view deposits.

If your organization's **Accounting Specialist** has enforced separation of duties, you are not allowed to submit a deposit that you have created. A separation of duties means that a user does not have the ability to create and submit a deposit in OTCnet. This is enforced to ensure checks and balances.

Depending on your deposit status, role, and if there is an enforced separation of duties, you have certain deposit-processing options available to you (see Table 1 below).

Table 1: Deposit Processing Options Based on User Roles and Deposit Status

	Option(s) Available Based on Role(s) and Processing Option When Current Deposit Status = "Draft"			
	***Without* Separation of Duties Enforced**		***With* Separation of Duties Enforced**	
Option	Deposit Preparer	Deposit Preparer/ Deposit Approver *(user assigned both roles)*	Deposit Preparer	Deposit Prepare/ Deposit Approver *(user assigned both roles)*
Delete	●	●	●	●
Save As Draft	●	●	●	●
Save For Approval	●	●	●	●
Submit	○	●	○	○[1] ●[2]
Edit (Modify)	●	●	●	●

	Option(s) Available Based on Role(s) and Processing Option When Current Deposit Status = Awaiting Approval "AWAP"					
	***Without* Separation of Duties Enforced**			***With* Separation of Duties Enforced**		
Option	Deposit Preparer	Deposit Approver	Deposit Preparer/ Deposit Approver *(user assigned both roles)*	Deposit Preparer	Deposit Approver	Deposit Preparer/ Deposit Approver *(user assigned both roles)*
Submit	○	●	●	○	●	○[1] ●[2]

Legend: ● indicates yes; ○ indicates no; [1]assuming that this user created a deposit; [2]assuming that a deposit has been created by another user.

Topic 2. Creating a Deposit and Confirming or Submitting for Approval

As a **Deposit Preparer** or **Deposit Preparer and Approver** you can create deposits and modify deposits for:

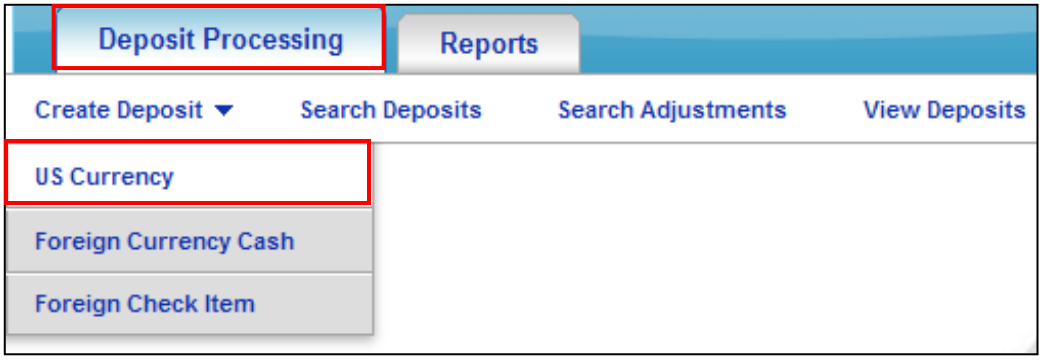
- US Currency
- Foreign Currency Cash
- Foreign Check Item

Create a Deposit for US Currency

Use the **US Currency** function to create a deposit for US cash, coins, checks, and money orders.

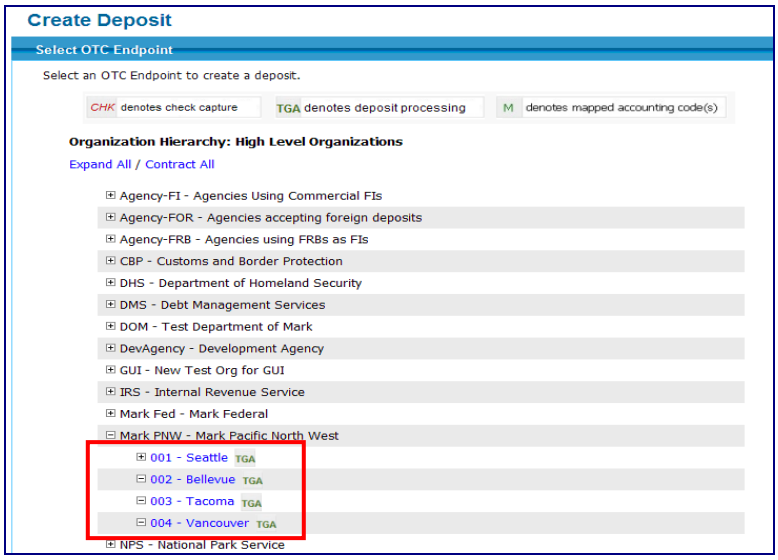
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** menu, click **US Currency** for type of deposit.

Figure 1: Click US Currency Deposit Type



3. The *Select OTC Endpoint* page appears. Select an OTC Endpoint to create a deposit

Figure 2: Click an OTC Endpoint



4. The *Step 1 of 3: Define Deposit Preparation Information* page appears. Enter **Deposit Information, Financial Institution Information,** and **Agency Information**.

   Under **Deposit Information**,

   - Enter the **Deposit Total**
   - Select the **Voucher Date**

   Note: When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the ***deposit is created***, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

   - Select the **Fiscal Year**, *optional*

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the dates the receipts are processed in **From:** and **To:**
   - Enter the name of the **Alternate Agency Contact**
   - Enter the **User Defined Field (UDF)** details

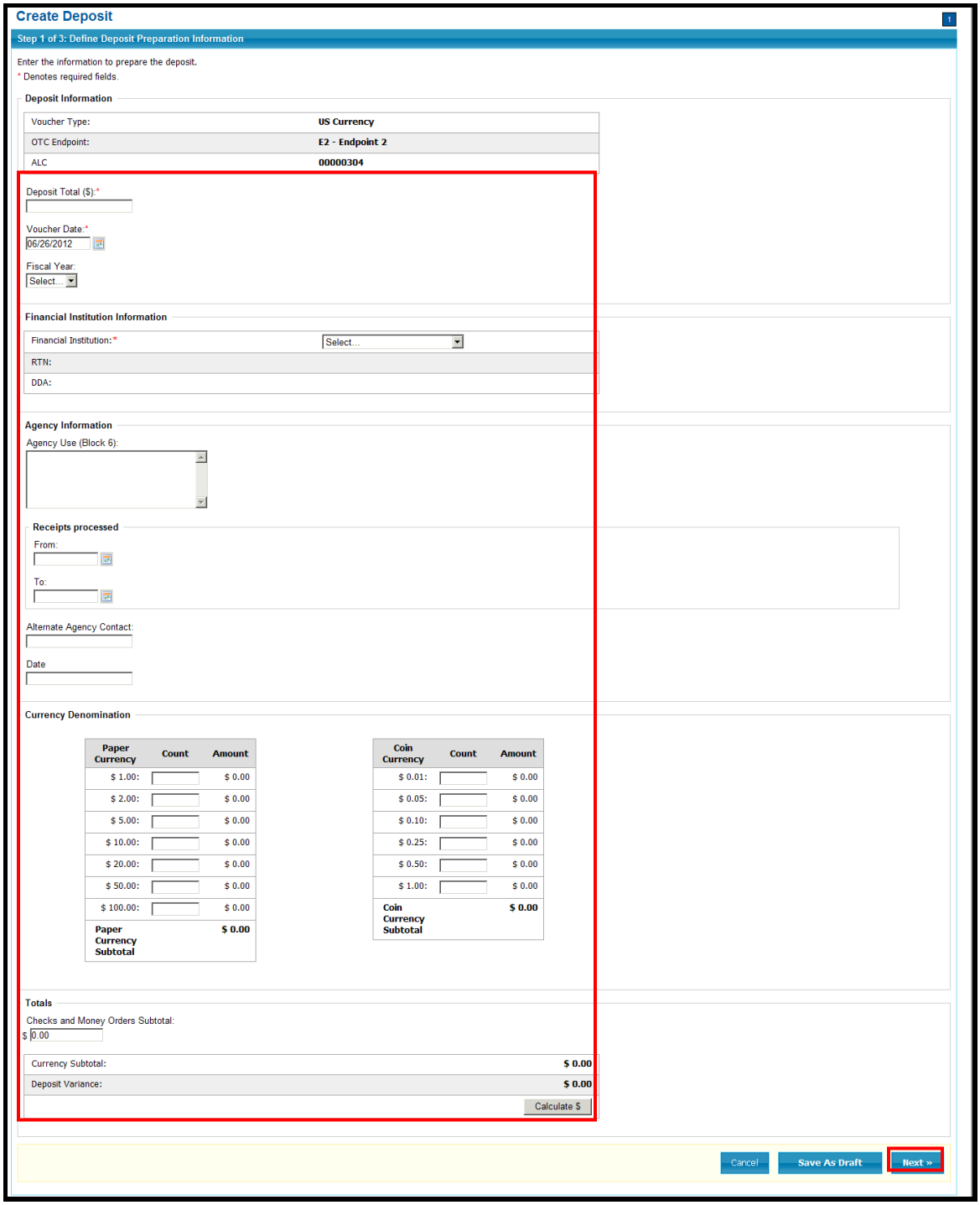
   Under **Currency Denomination**, *if applicable*
   - Enter the **Paper Currency Count**
   - Enter the **Coin Currency Count**

   Under **Totals**, *if applicable*
   - Enter the **Checks and Money Orders Subtotal**
   - Enter the **Currency Subtotal**
   - Enter the **Coin Currency Subtotal**
   - Click **Calculate $** to determine the Deposit Variance.

   Note: The **Deposit Variance** must equal **$0.00** before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries

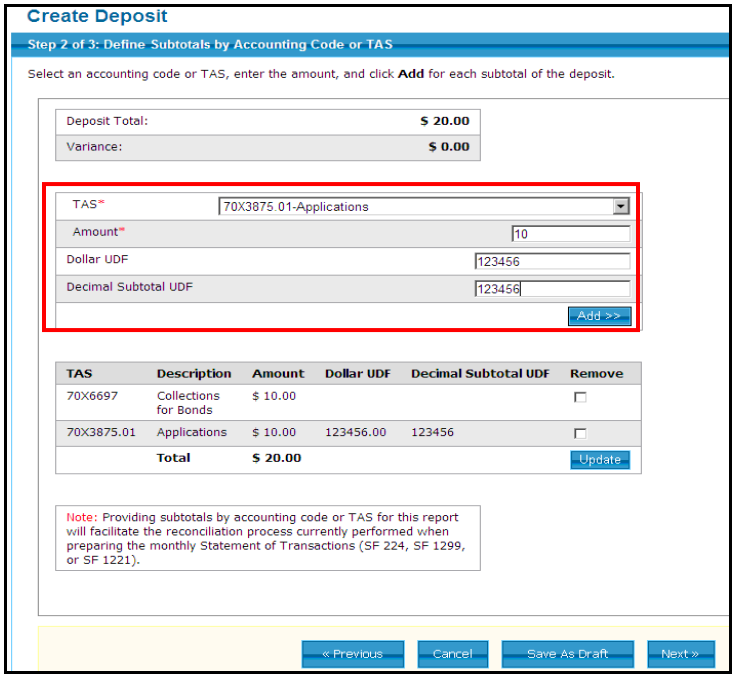
5. Click **Next**.

Figure 3 Enter Deposit Information



6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 4: Accounting Detail for US Currency



Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

At least one accounting code entry is required, but additional lines are optional

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

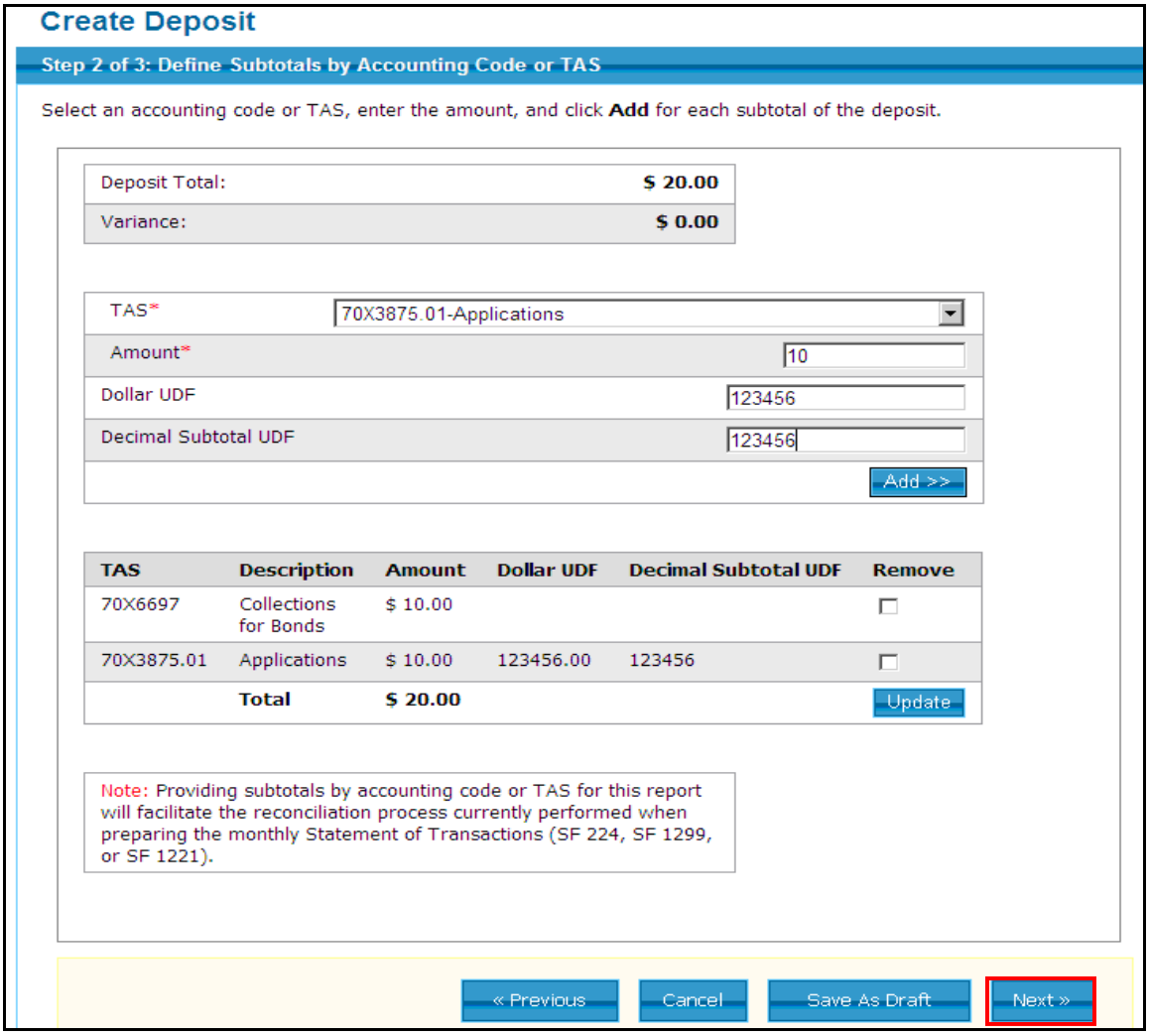
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

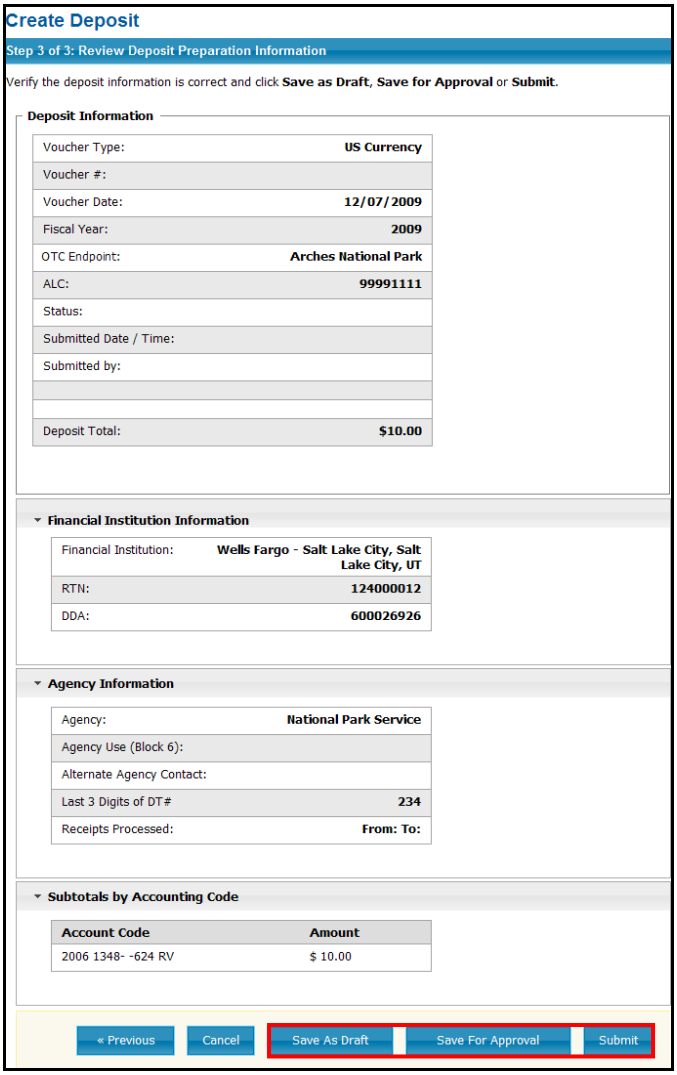
7. Click **Next**.

Figure 5 Define Subtotals by Accounting Code of TAS



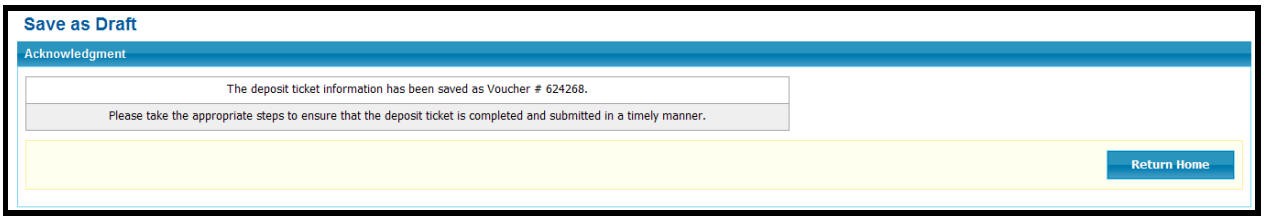
The Step 3 of 3: Review Deposit Preparation Information page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 6: Review and Confirm Deposit Preparation Information for US Currency



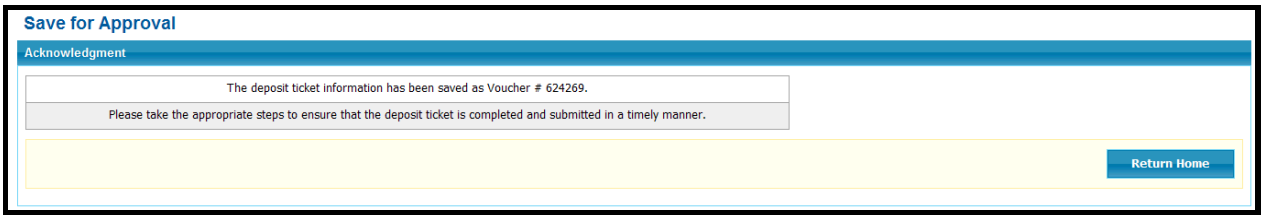
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 7. Save as Draft Acknowledgement



If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 8. Save For Approval Acknowledgement



Note: Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

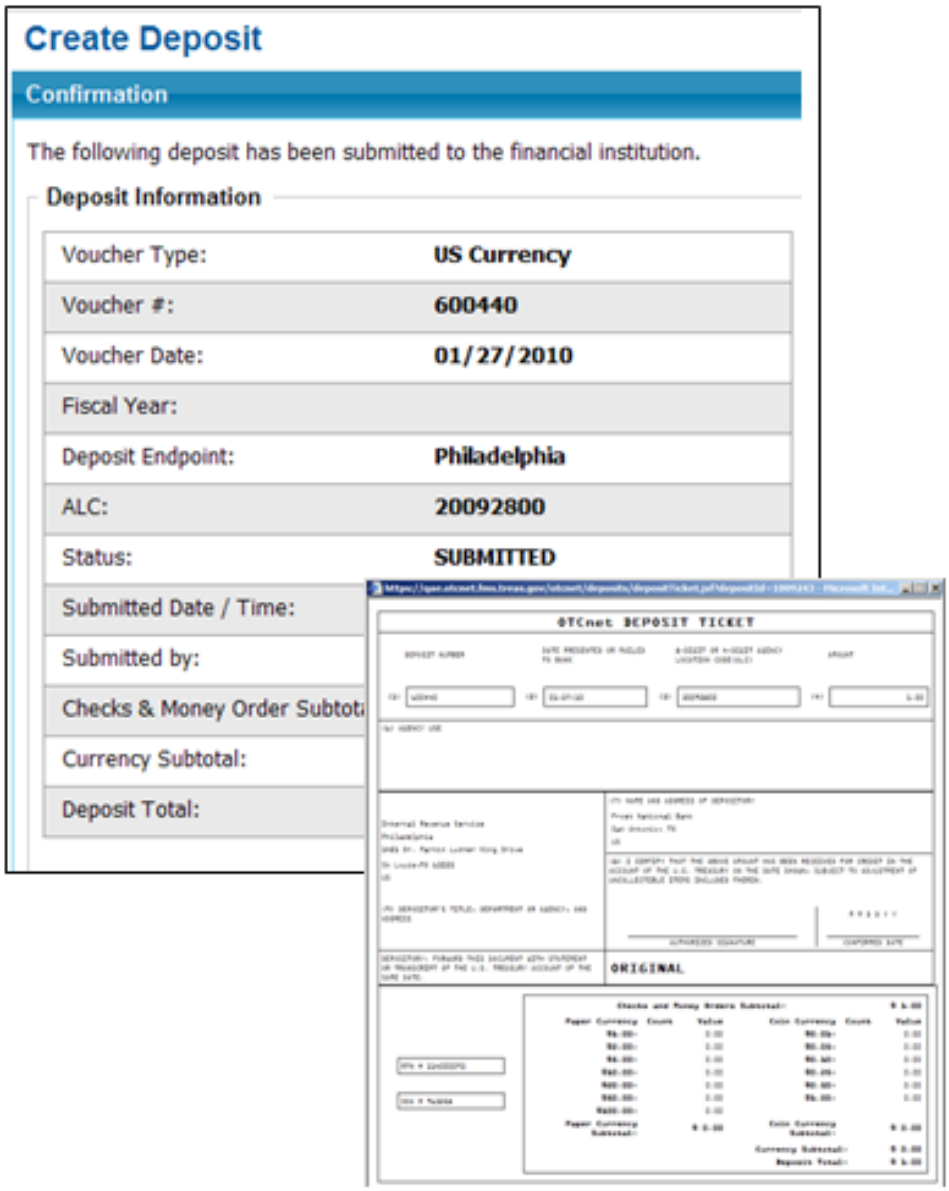
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

If you clicked **Submit**, a Confirmation page appears showing the Deposit Information detail. Your OTCnet Deposit Ticket also generates at that time.

Figure 9: Submit Confirmation Page and Deposit Ticket



Create a Deposit for US Currency

To create a deposit for **US Currency**, complete the following steps:

1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** menu, click **US Currency** for type of deposit. The *Select OTC Endpoint* page appears.
3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.
4. Enter the necessary information to prepare the deposit.

   Under **Deposit Information**,
   - Enter the **Deposit Total**
   - Select the **Voucher Date**

> **Application Tip**
>
> When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the ***deposit is created***, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

   - Select the **Fiscal Year**, *optional*

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the dates the receipts are processed in **From:** and **To:**
   - Enter the name of the **Alternate Agency Contact**
   - Enter the **User Defined Field (UDF)** details

   Under **Currency Denomination**, *if applicable*
   - Enter the **Paper Currency Count**
   - Enter the **Coin Currency Count**

   Under **Totals**, *if applicable*
   - Enter the **Checks and Money Orders Subtotal**
   - Enter the **Currency Subtotal**
   - Enter the **Coin Currency Subtotal**
   - Click **Calculate $** to determine the Deposit Variance.

Application Tip

The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

5. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.

6. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

At least one accounting code entry is required, but additional lines are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

7. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
8. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

   If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

   If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

   If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

Additional buttons on the page that help you perform other tasks:

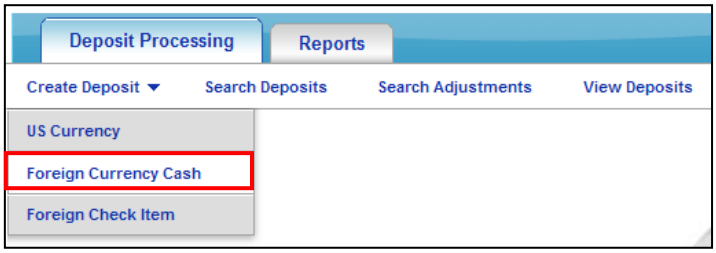
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Create a Deposit for Foreign Currency Cash

Use the **Foreign Currency Cash** function to create a deposit for foreign cash only.

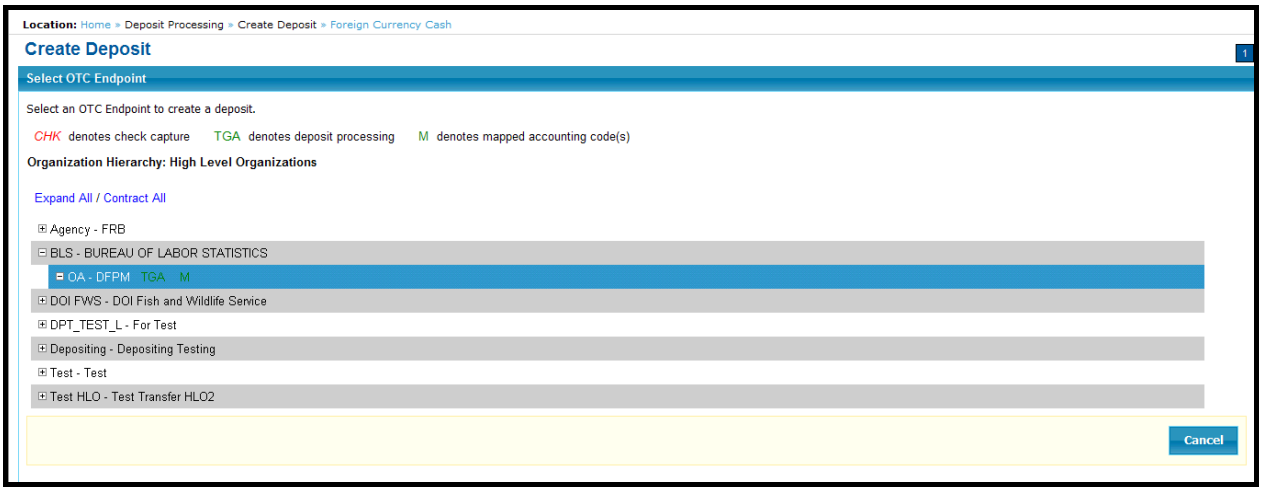
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** tab, click **Foreign Currency Cash** as your deposit type.

Figure 10: Click Foreign Currency Cash Deposit Type



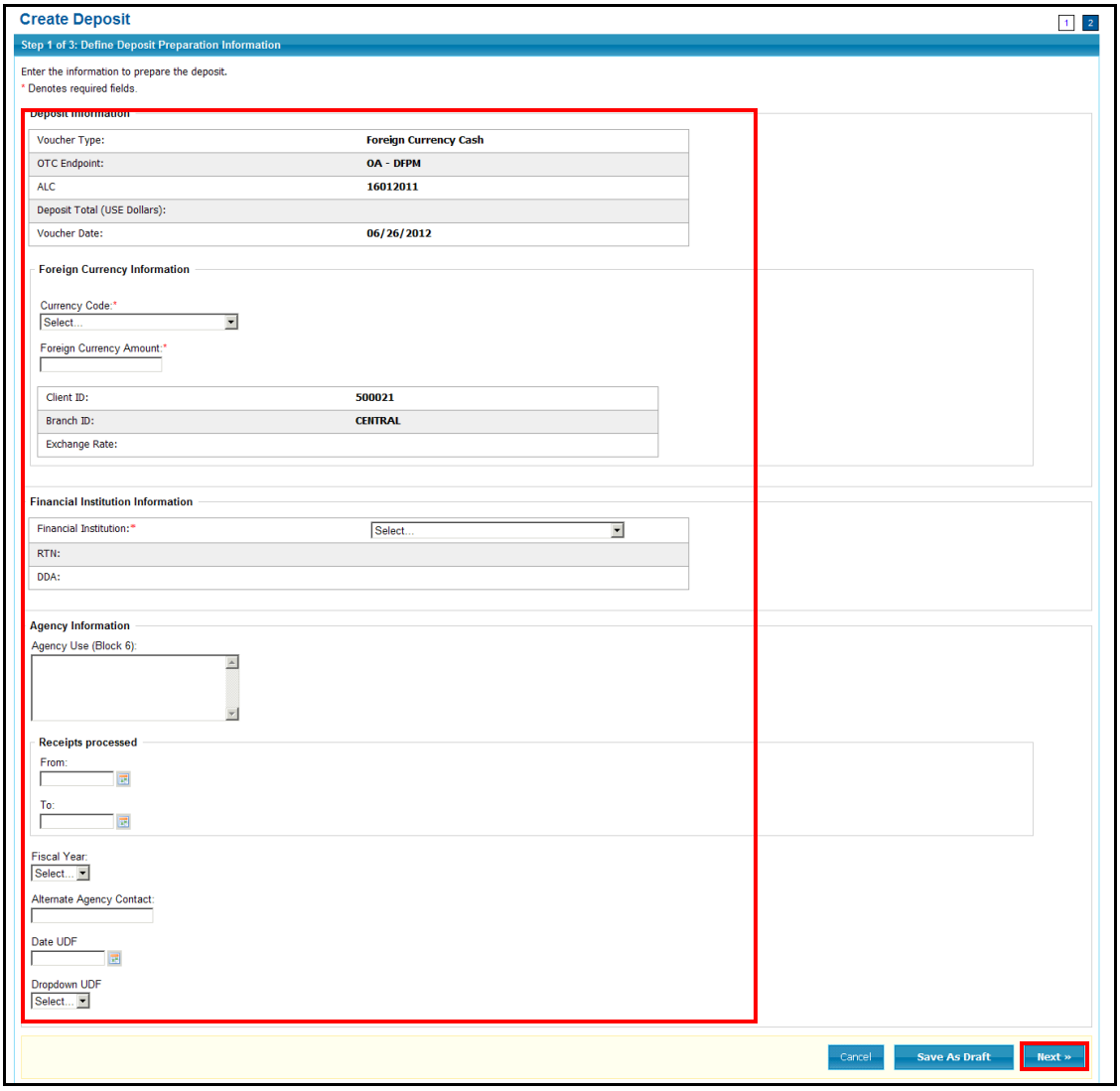
3. The Select OTC Endpoint page appears. Select the OTC Endpoint to which a **Foreign Currency Cash** deposit is to be made

Figure 11: Select OTC Endpoint



4. The Step 1 of 3: Define Deposit Preparation Information page appears. Enter the information to prepare the deposit and click **Next**.

Figure 12. Define Deposit Preparation Information



Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Financial Institution Information**,

- Select a **Financial Institution**

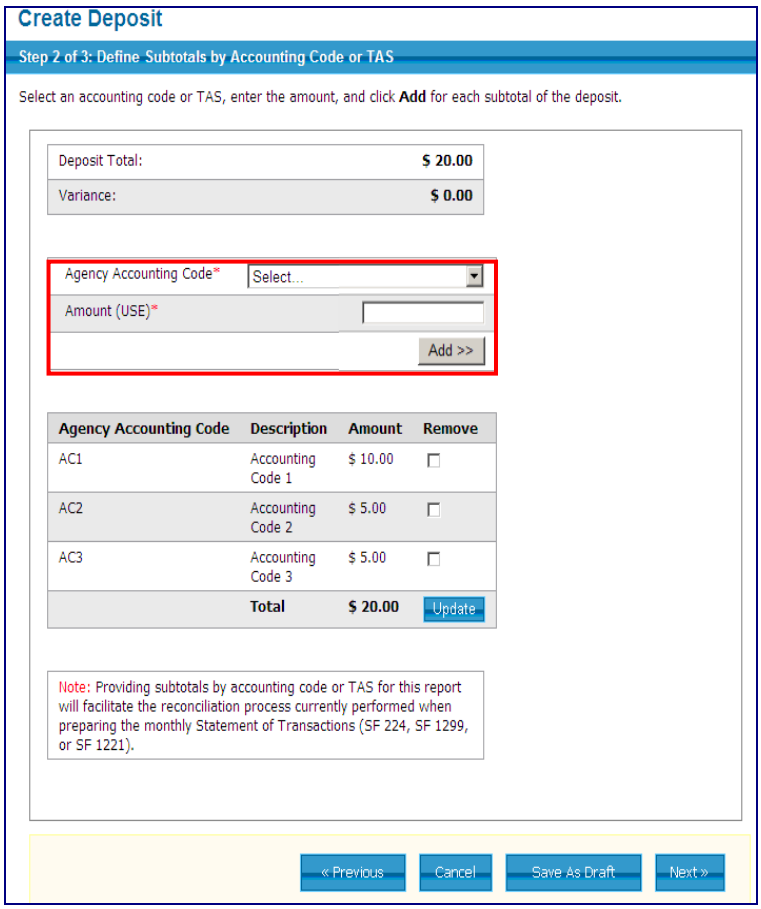
Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the **From:** and **To:** dates the receipts are processed for
- Select the **Fiscal Year**
- Enter the name the **Alternate Agency Contact**

Enter the **User Defined Field** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 13: Accounting Detail for Foreign Currency Cash



Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

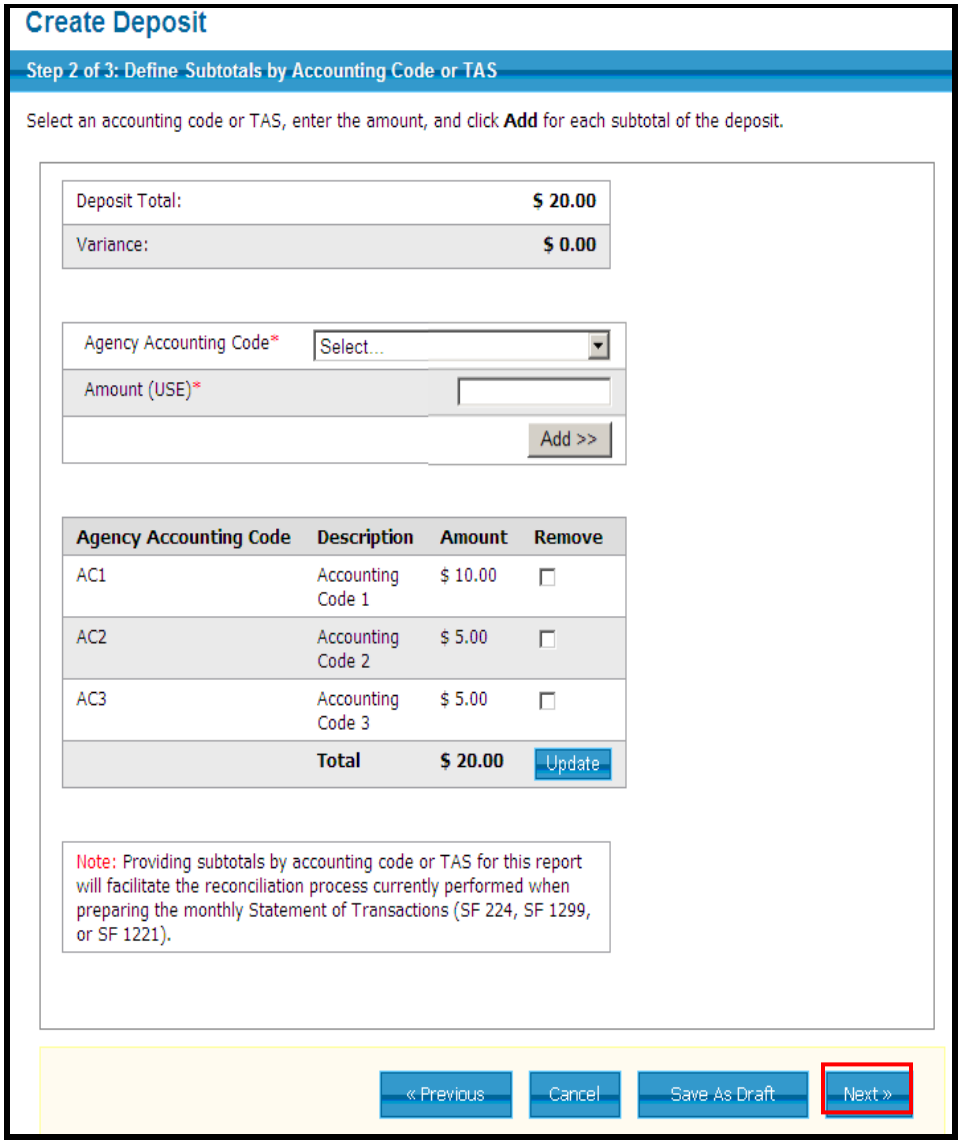
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

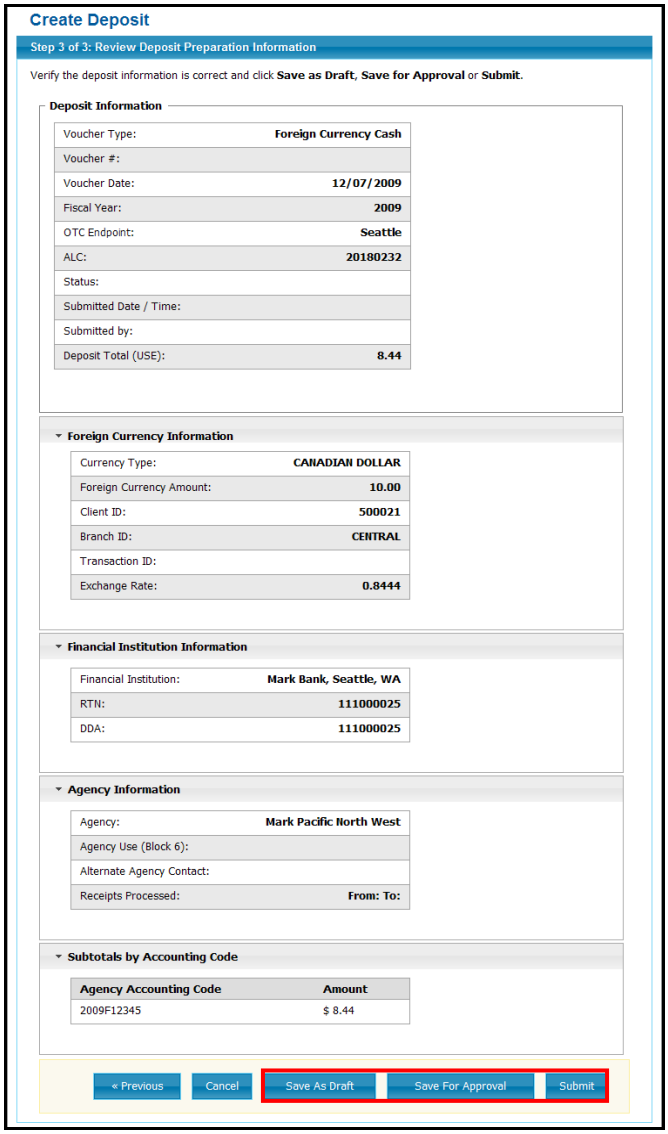
6. Click **Next.**

Figure 14. Define Subtotals by Accounting Code or TAS



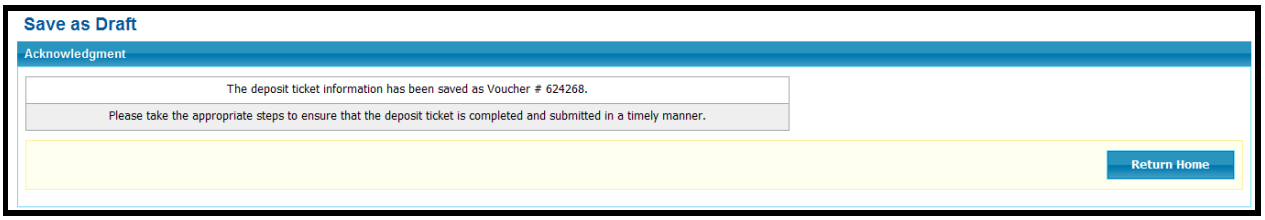
7. The Step 3 of 3: Review Deposit Preparation Information page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 15: Review and Confirm Deposit Preparation Information for Foreign Currency Cash



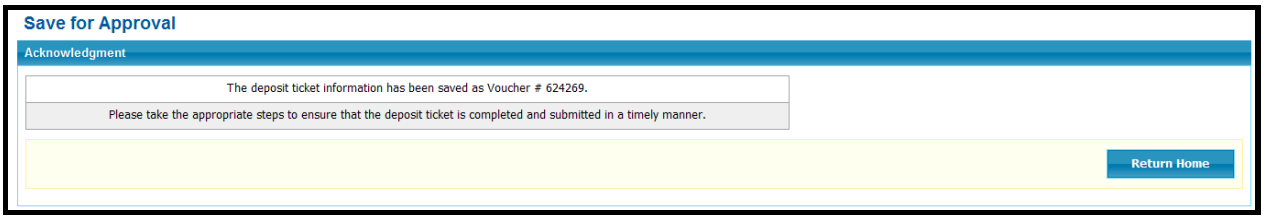
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 16. Save as Draft Acknowledgement - Foreign Currency Cash



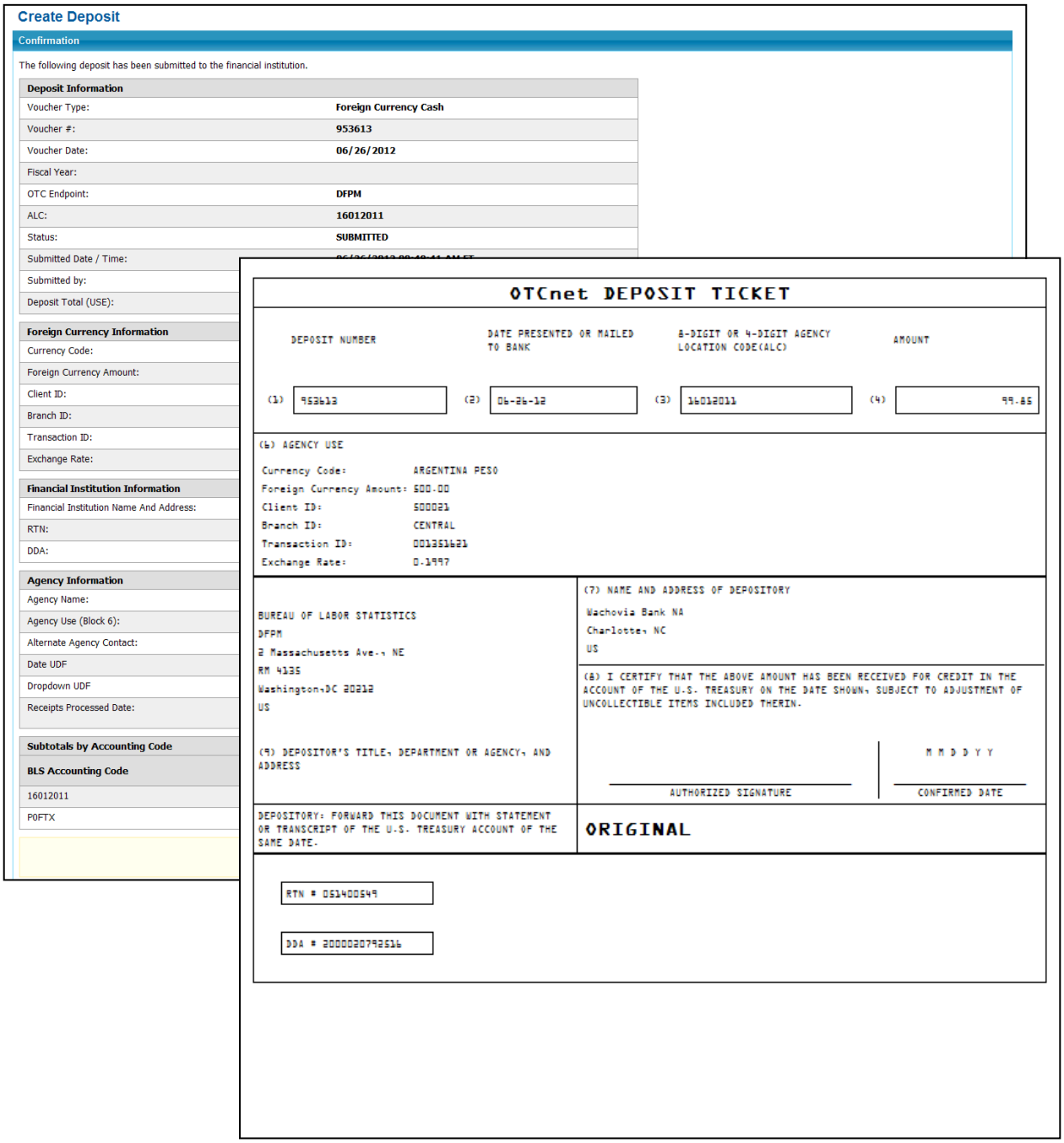
If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 17. Save for Approval - Foreign Currency Cash



If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Figure 18. Confirmation - Foreign Currency Cash



Create Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	953613
Voucher Date:	06/26/2012
Fiscal Year:	
OTC Endpoint:	DFPM
ALC:	16012011
Status:	SUBMITTED
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	

Foreign Currency Information
Currency Code:
Foreign Currency Amount:
Client ID:
Branch ID:
Transaction ID:
Exchange Rate:

Financial Institution Information
Financial Institution Name And Address:
RTN:
DDA:

Agency Information
Agency Name:
Agency Use (Block 6):
Alternate Agency Contact:
Date UDF
Dropdown UDF
Receipts Processed Date:

Subtotals by Accounting Code
BLS Accounting Code
16012011
POFTX

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953613	(2) 06-26-12	(3) 16012011	(4) 99.85

(6) AGENCY USE

Currency Code: ARGENTINA PESO
Foreign Currency Amount: 500.00
Client ID: 500021
Branch ID: CENTRAL
Transaction ID: 00135162l
Exchange Rate: 0.1997

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY

Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y

CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 2000020792516

Create a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **Foreign Currency Cash** for type of deposit. The *Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the information to prepare the deposit and click **Next**.

   Under **Foreign Currency Information**,
   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the **From:** and **To:** dates the receipts are processed for
   - Select the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**
   - Enter the **User Defined Field** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

> **Application Tip**
>
> If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
7. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

Additional buttons on the page that help you perform other tasks:

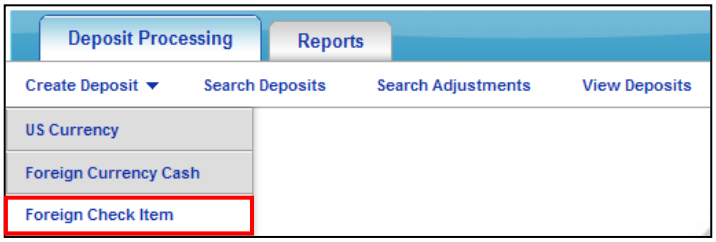
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Create a Deposit for Foreign Check Item

Use the **Foreign Check Item** function to create a deposit for creating a deposit ticket for foreign checks only.

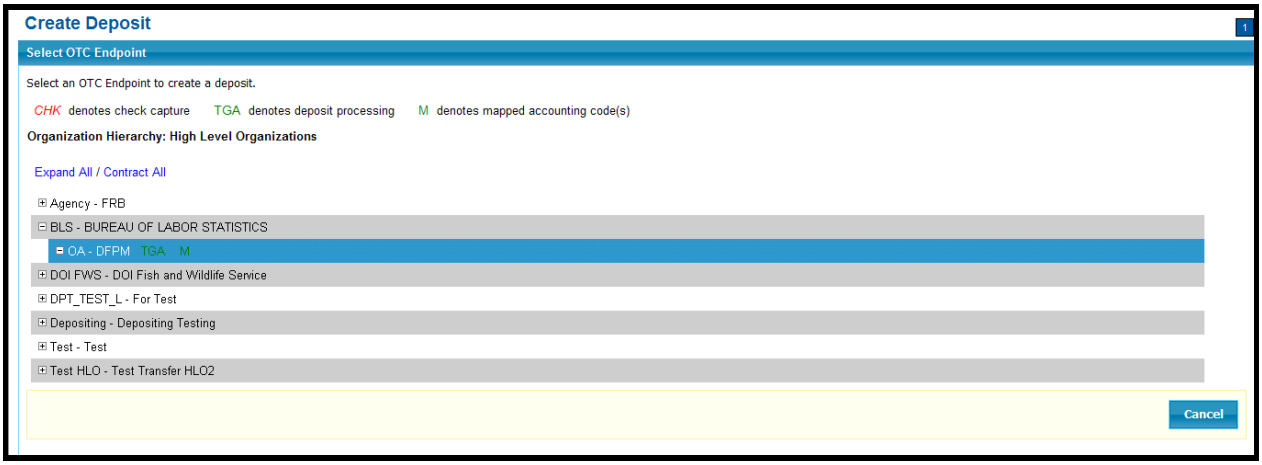
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** tab, click **Foreign Check Item** as your deposit type.

Figure 19: Click Foreign Check Item Deposit Type



3. The *Select OTC Endpoint* page appears. Select the OTC Endpoint to which a Foreign Check Item deposit is to be made.

Figure 20. Select OTC Endpoint



4. The *Step 1 of 3: Define Deposit Preparation Information* page appears. Enter the information to prepare the deposit and click **Next**.

   Under **Deposit Information**,
   - Enter the **Voucher Date**

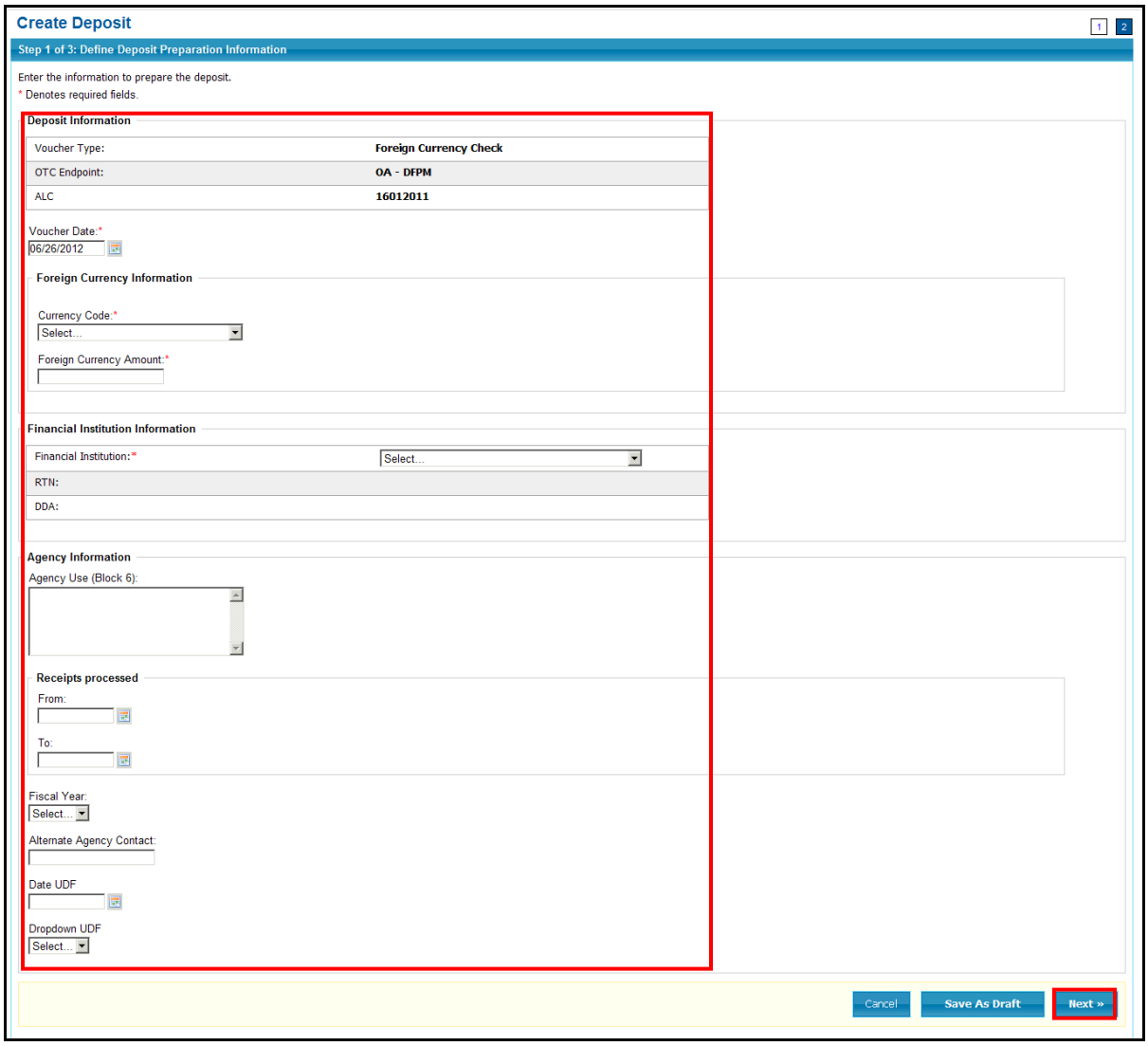
   Note: When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the ***deposit is created***, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

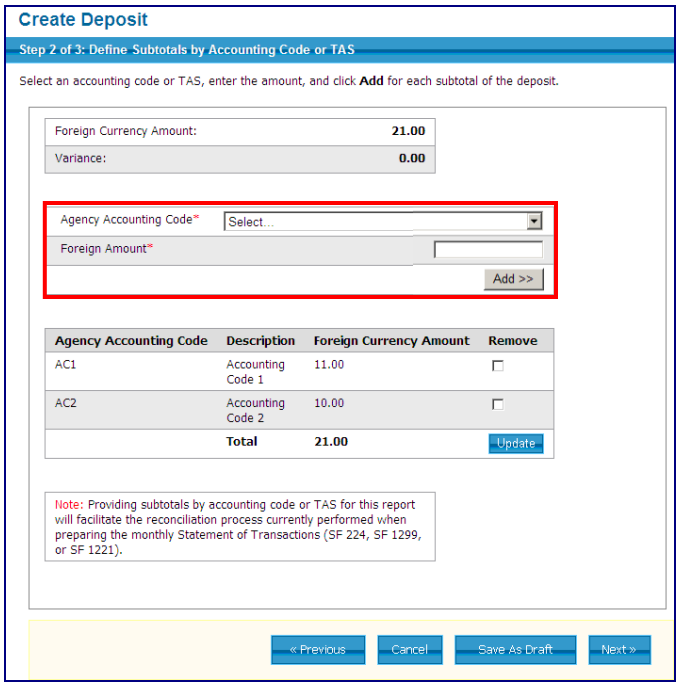
   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the date the **From:** and **To:** dates the receipts were processed
   - Enter the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**

Figure 21: Complete Deposit Preparation Fields for Foreign Check Item



5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 22: Accounting Detail for Foreign Check Item



Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

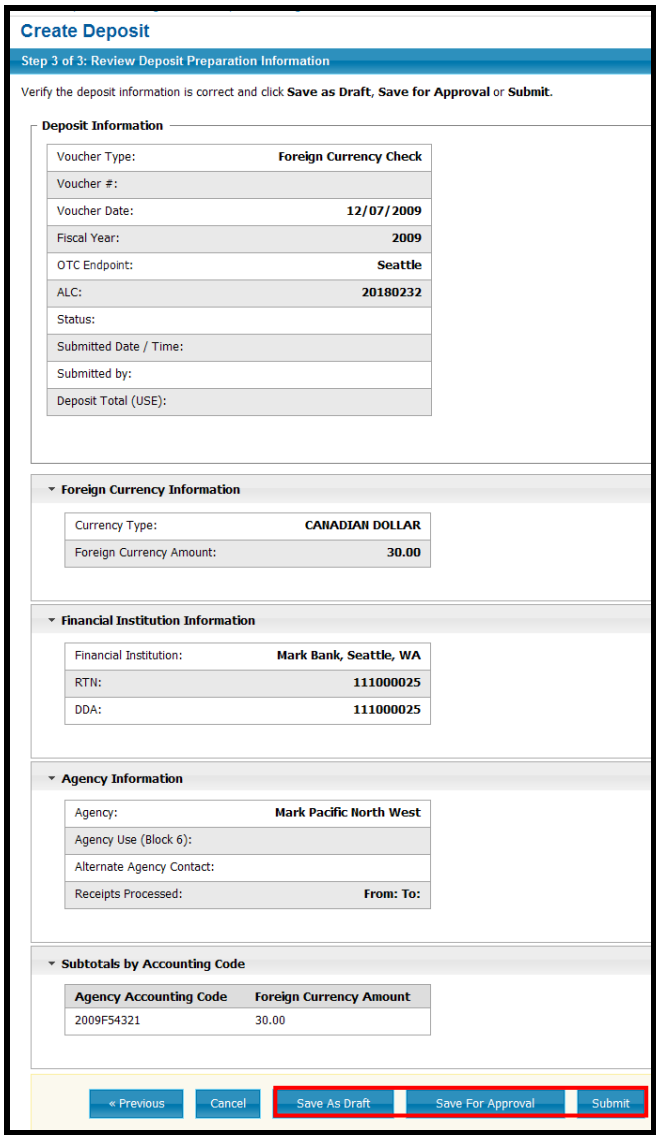
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

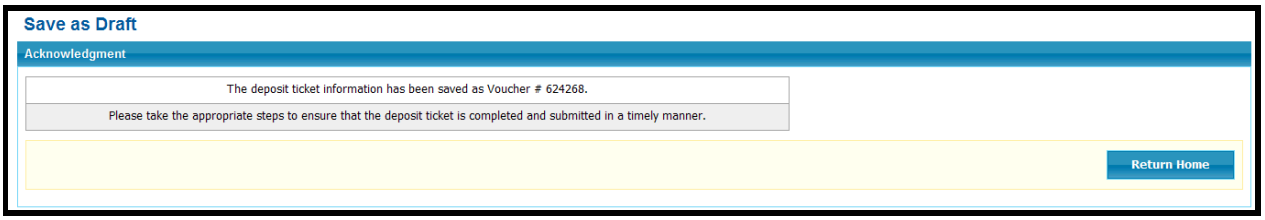
6. The Step 3 of 3: Review Deposit Preparation Information page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 23: Review and Confirm Deposit Preparation Information for Foreign Check Item



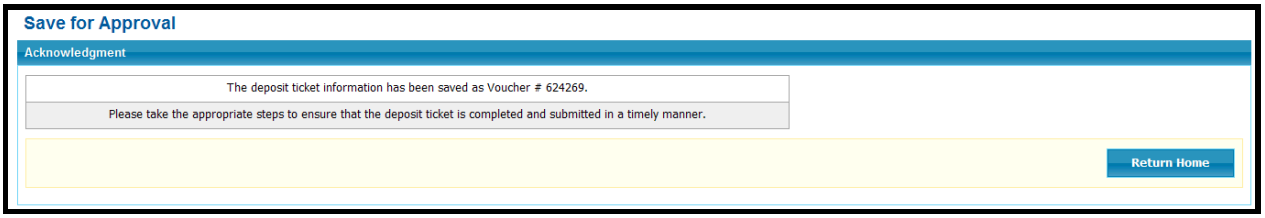
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 24. Save as Draft Acknowledgement - Foreign Check Item



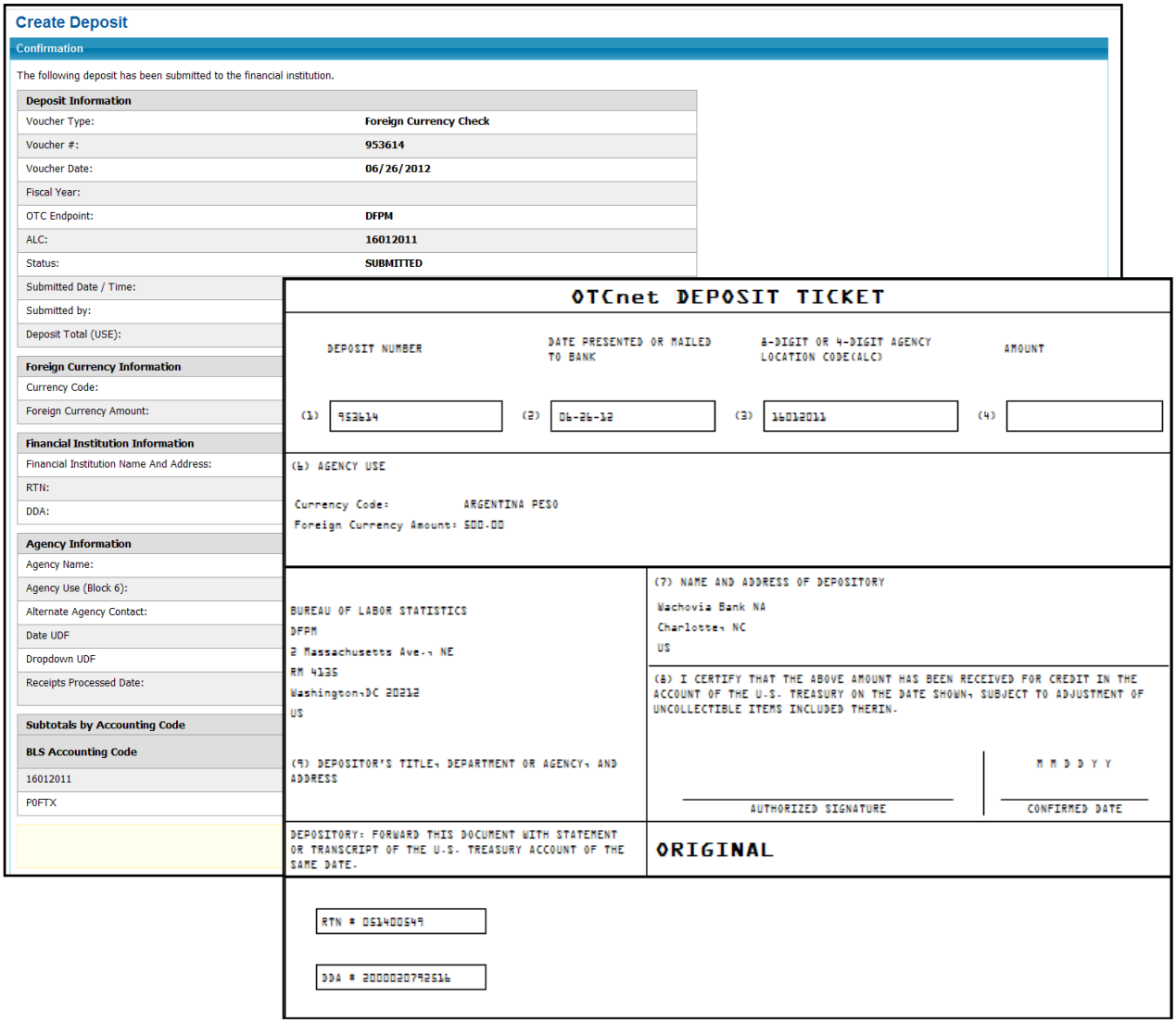
If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 25. Save for Approval - Foreign Check Item



If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Figure 26. Confirmation - Foreign Check Item



Create Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	953614
Voucher Date:	06/26/2012
Fiscal Year:	
OTC Endpoint:	DFPM
ALC:	16012011
Status:	SUBMITTED
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	

Foreign Currency Information	
Currency Code:	
Foreign Currency Amount:	

Financial Institution Information	
Financial Institution Name And Address:	
RTN:	
DDA:	

Agency Information	
Agency Name:	
Agency Use (Block 6):	
Alternate Agency Contact:	
Date UDF	
Dropdown UDF	
Receipts Processed Date:	

Subtotals by Accounting Code
BLS Accounting Code
16012011
P0FTX

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953614	(2) 06-26-12	(3) 16012011	(4)

(6) AGENCY USE

Currency Code: ARGENTINA PESO
Foreign Currency Amount: 500.00

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY

Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y

CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 2000020792516

Create a Deposit for Foreign Check Item

To create a deposit for a **Foreign Check Item**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **Foreign Check Item** for type of deposit. The *Select OTC Endpoin*t page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the information to prepare the deposit and click **Next**.

   Under **Deposit Information**,
   - Enter the **Voucher Date**

> **Application Tip**
>
> When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the ***deposit is created***, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the date the **From:** and **To:** dates the receipts were processed
   - Enter the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

7. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Topic 3. How to Modify a Deposit

As referenced in the *Create a Deposit* section of this User Guide, a Deposit Preparer or Deposit Preparer and Approver can create deposits and modify deposits for:

- US Currency
- Foreign Currency Cash
- Foreign Check Item

The modify deposits function allows you to modify the deposit preparation information required to properly account for, track and direct the deposit transaction. You may update deposit preparation information when it has a status of **Save As Draft**. If you would like to make the deposit from a different endpoint, then delete the existing deposit and create a new deposit.

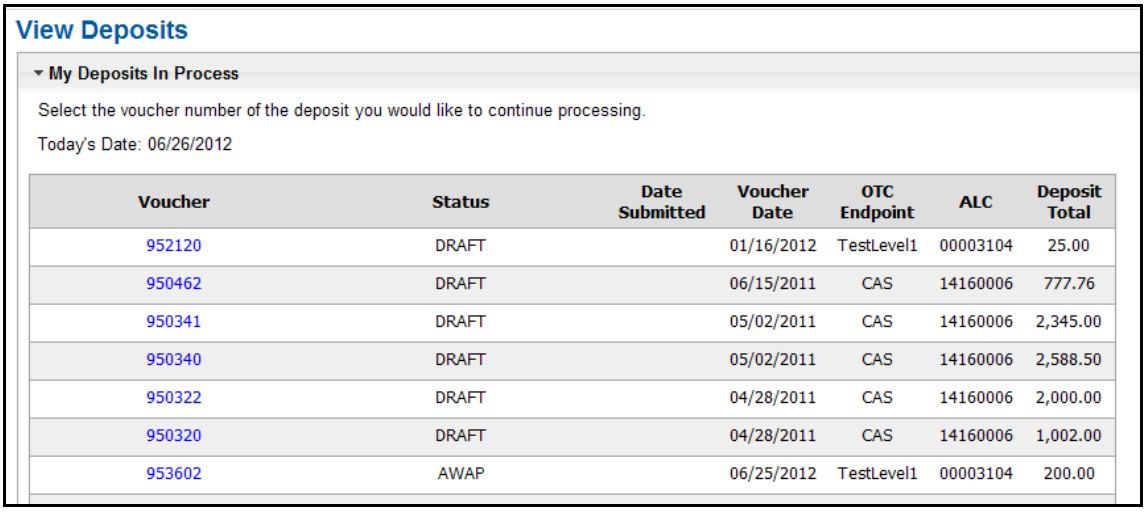
To retrieve a deposit for modification, follow these steps:

1. Click the **Deposit Processing** tab.
2. Click **View deposits.**

Figure 27. View Deposits

3. The *View Deposits* page appears. From the list, click the **Voucher** number of the deposit you would like to view additional details.

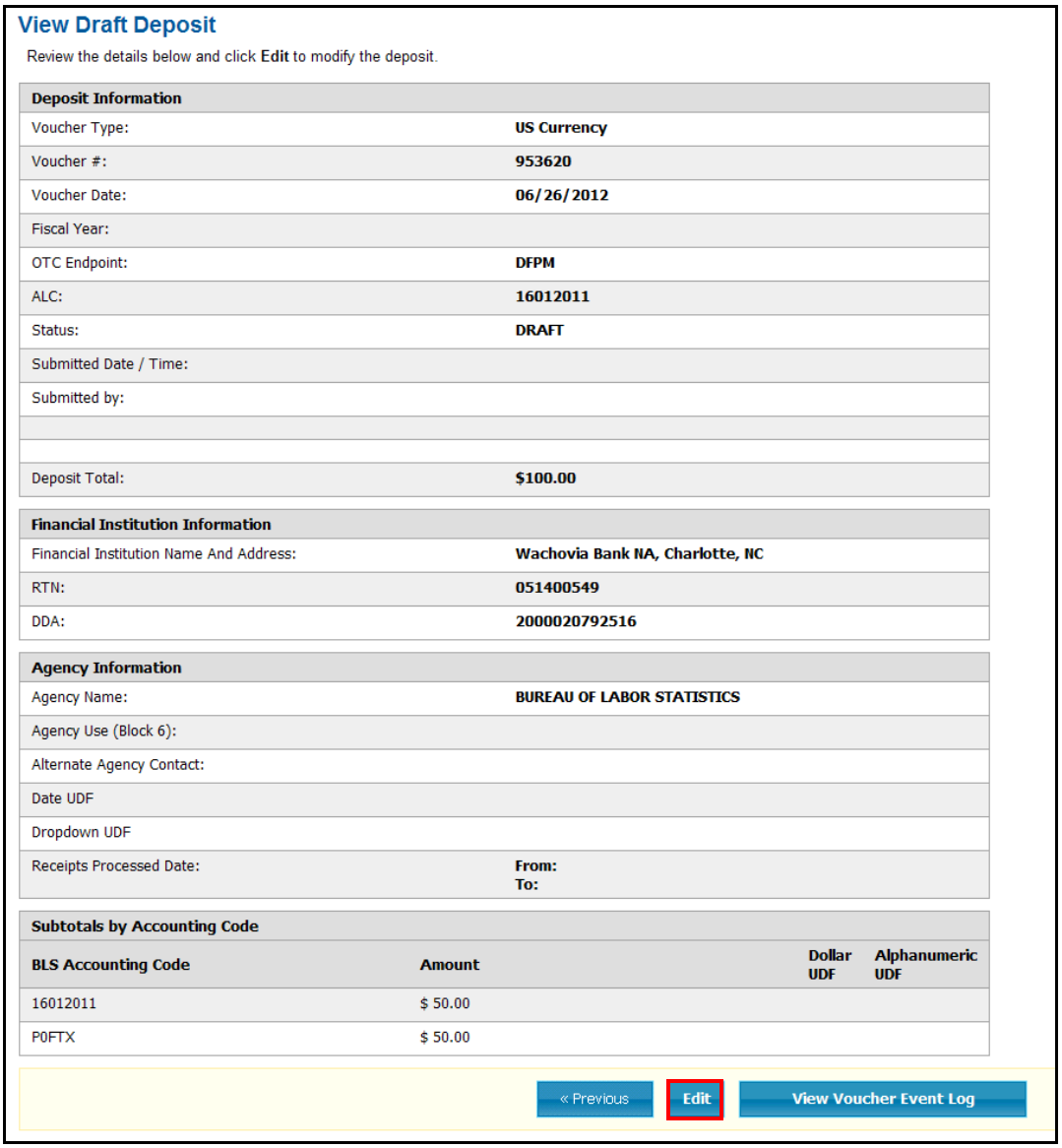
Figure 28. View Deposits - Select Voucher Number



Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total
952120	DRAFT		01/16/2012	TestLevel1	00003104	25.00
950462	DRAFT		06/15/2011	CAS	14160006	777.76
950341	DRAFT		05/02/2011	CAS	14160006	2,345.00
950340	DRAFT		05/02/2011	CAS	14160006	2,588.50
950322	DRAFT		04/28/2011	CAS	14160006	2,000.00
950320	DRAFT		04/28/2011	CAS	14160006	1,002.00
953602	AWAP		06/25/2012	TestLevel1	00003104	200.00

4. The View Submitted Deposit page appears. Click **Edit**.

Figure 29. Edit Draft Deposit



View Draft Deposit

Review the details below and click **Edit** to modify the deposit.

Deposit Information	
Voucher Type:	**US Currency**
Voucher #:	**953620**
Voucher Date:	**06/26/2012**
Fiscal Year:	
OTC Endpoint:	**DFPM**
ALC:	**16012011**
Status:	**DRAFT**
Submitted Date / Time:	
Submitted by:	
Deposit Total:	**$100.00**

Financial Institution Information	
Financial Institution Name And Address:	**Wachovia Bank NA, Charlotte, NC**
RTN:	**051400549**
DDA:	**2000020792516**

Agency Information	
Agency Name:	**BUREAU OF LABOR STATISTICS**
Agency Use (Block 6):	
Alternate Agency Contact:	
Date UDF	
Dropdown UDF	
Receipts Processed Date:	**From:** **To:**

Subtotals by Accounting Code

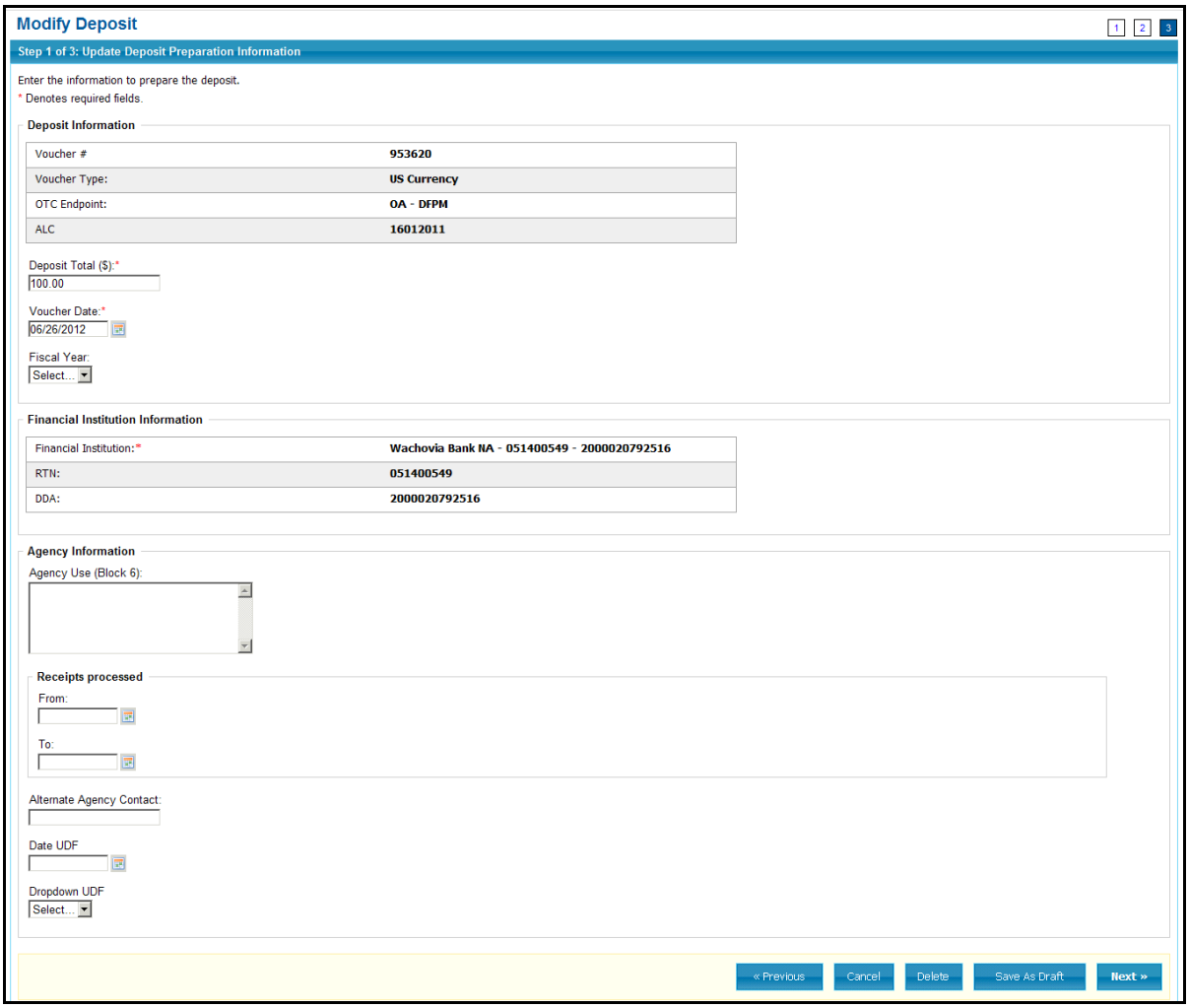
BLS Accounting Code	Amount	Dollar UDF	Alphanumeric UDF
16012011	$ 50.00		
P0FTX	$ 50.00		

« Previous | Edit | View Voucher Event Log

5. The *Step 1 of 3:* The *Update Deposit Preparation Information* page appears. Update the deposit preparation information and click **Next**.

   To update deposit information for **US Currency,** do the following:

Figure 30 Modify Deposit Preparation Information for US Currency



Under **Deposit Information**,

- Enter the **Deposit Total**
- Select the **Voucher Date**
- Select the **Fiscal Year**, *optional*

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

Under **Currency Denomination**, *if applicable*

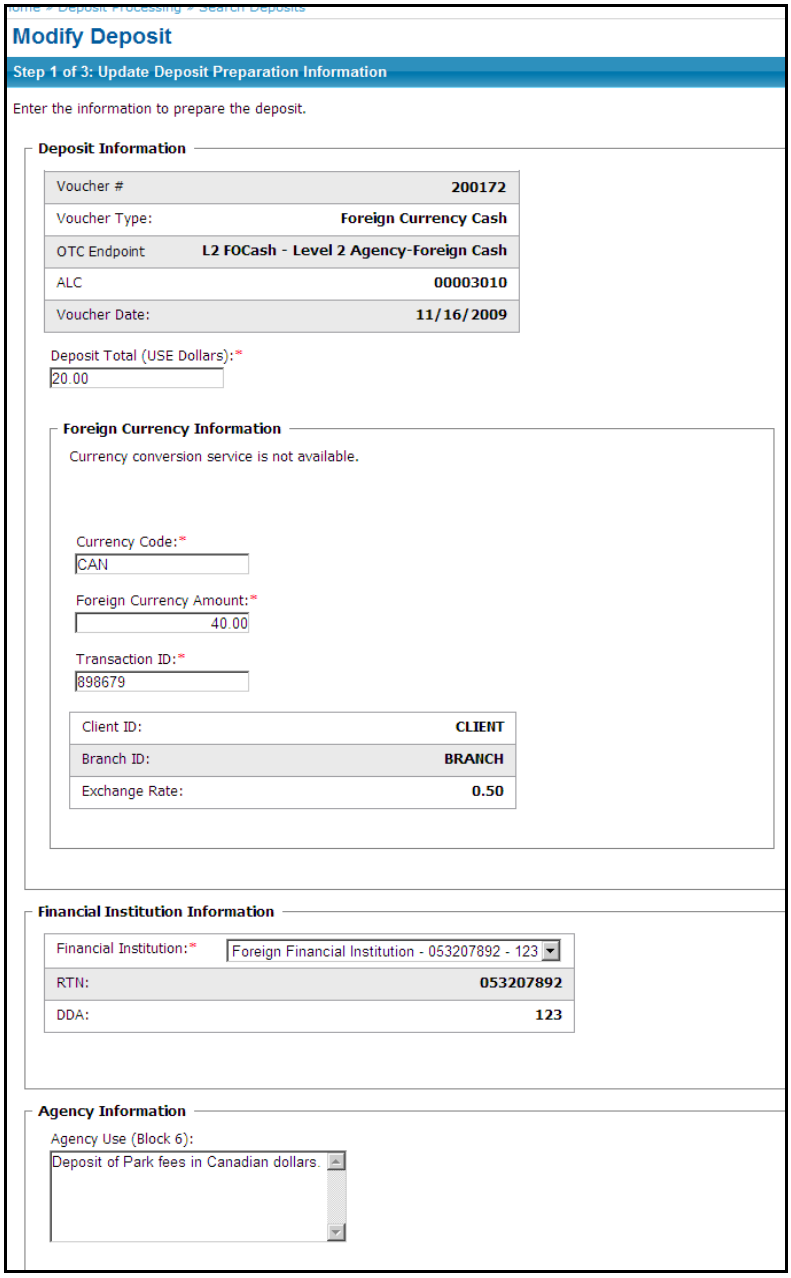
- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Click **Calculate $** to determine the Deposit Variance. The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.

To update deposit information for **Foreign Currency Cash,** do the following:

Figure 31. Update Deposit Preparation Information



Under **Foreign Currency Information**,

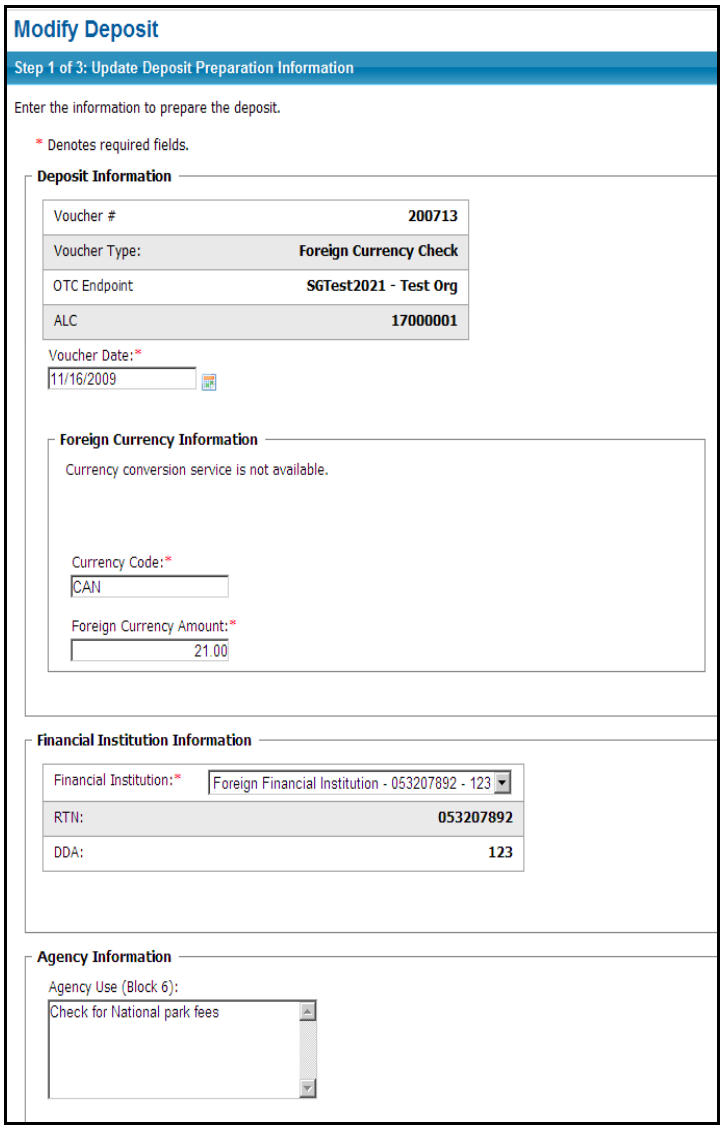
- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

To update deposit information for **Foreign Check Items,** do the following:

Figure 32. Update Deposit Preparation Information



Under **Deposit Information**,

- Enter the **Voucher Date**

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

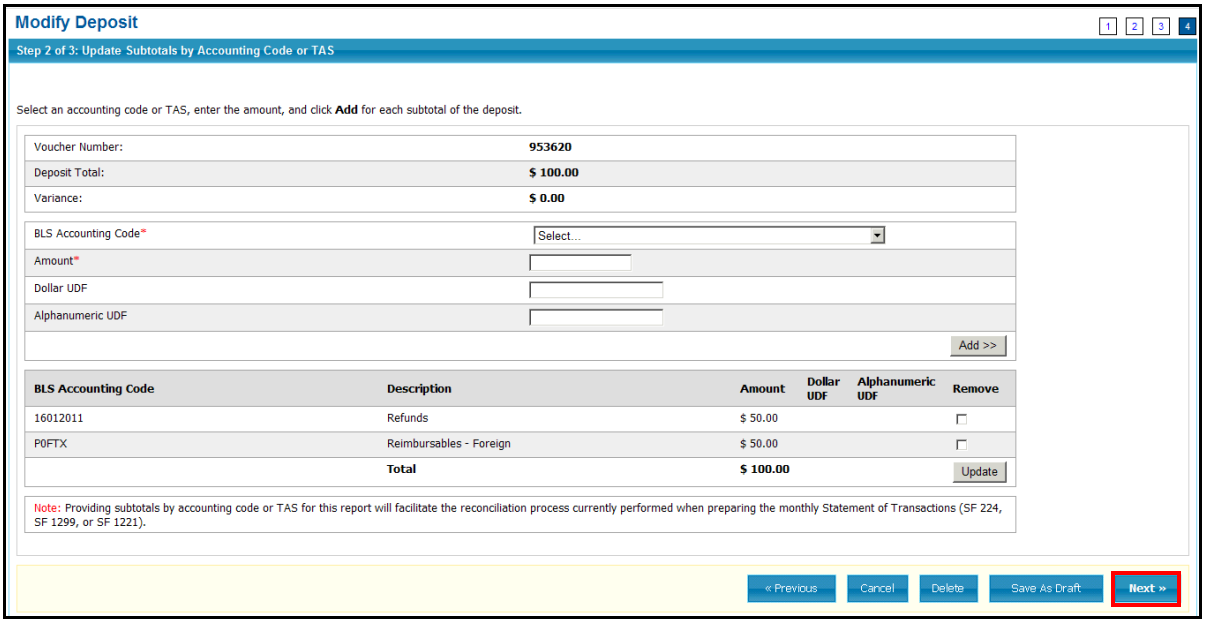
Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the User Defined Field details

6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**.

7. Click **Next**.

Figure 33. Update Subtotals by Accounting Code or TAS



Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

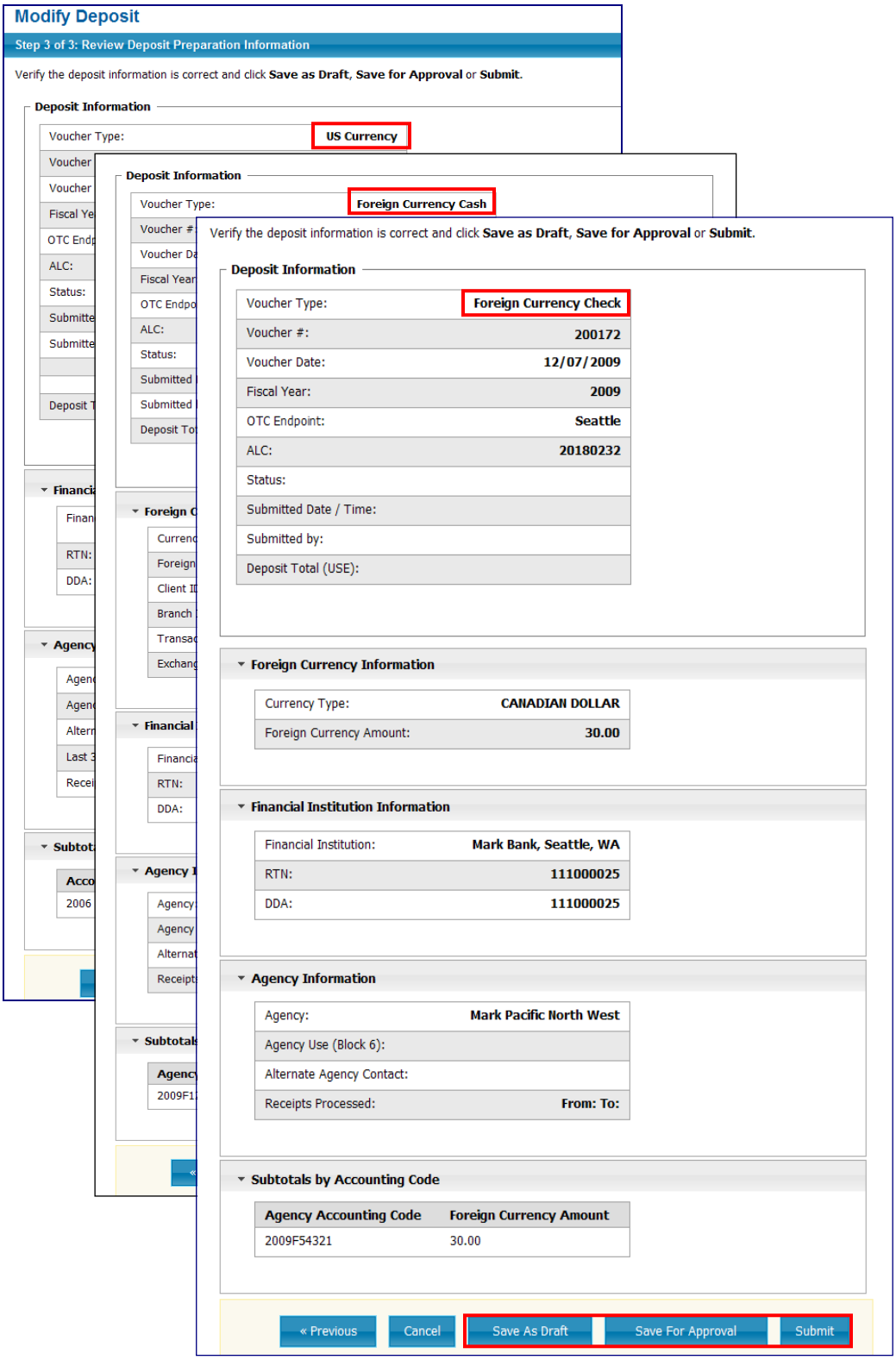
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

To remove an accounting code or amount, click the appropriate check box in the **Remove** column and then click **Update**.

8. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

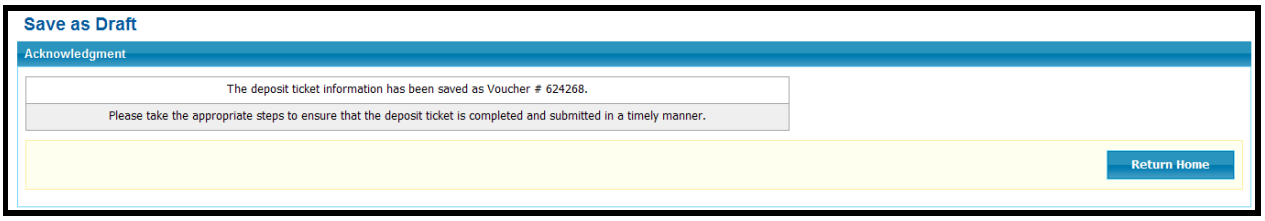
Figure 34: Review and Confirm Deposit Preparation Information for US Currency/Foreign Currency Cash/Foreign Currency Check



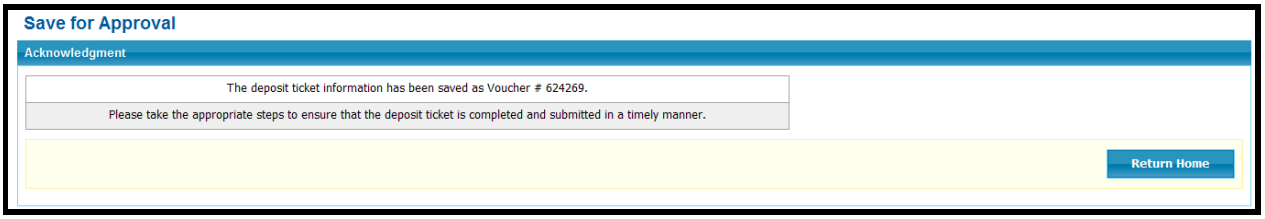
If **Delete** is clicked, an *Acknowledgment* page appears stating the Voucher Number has been deleted.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 35: Save as Draft Acknowledgement Page

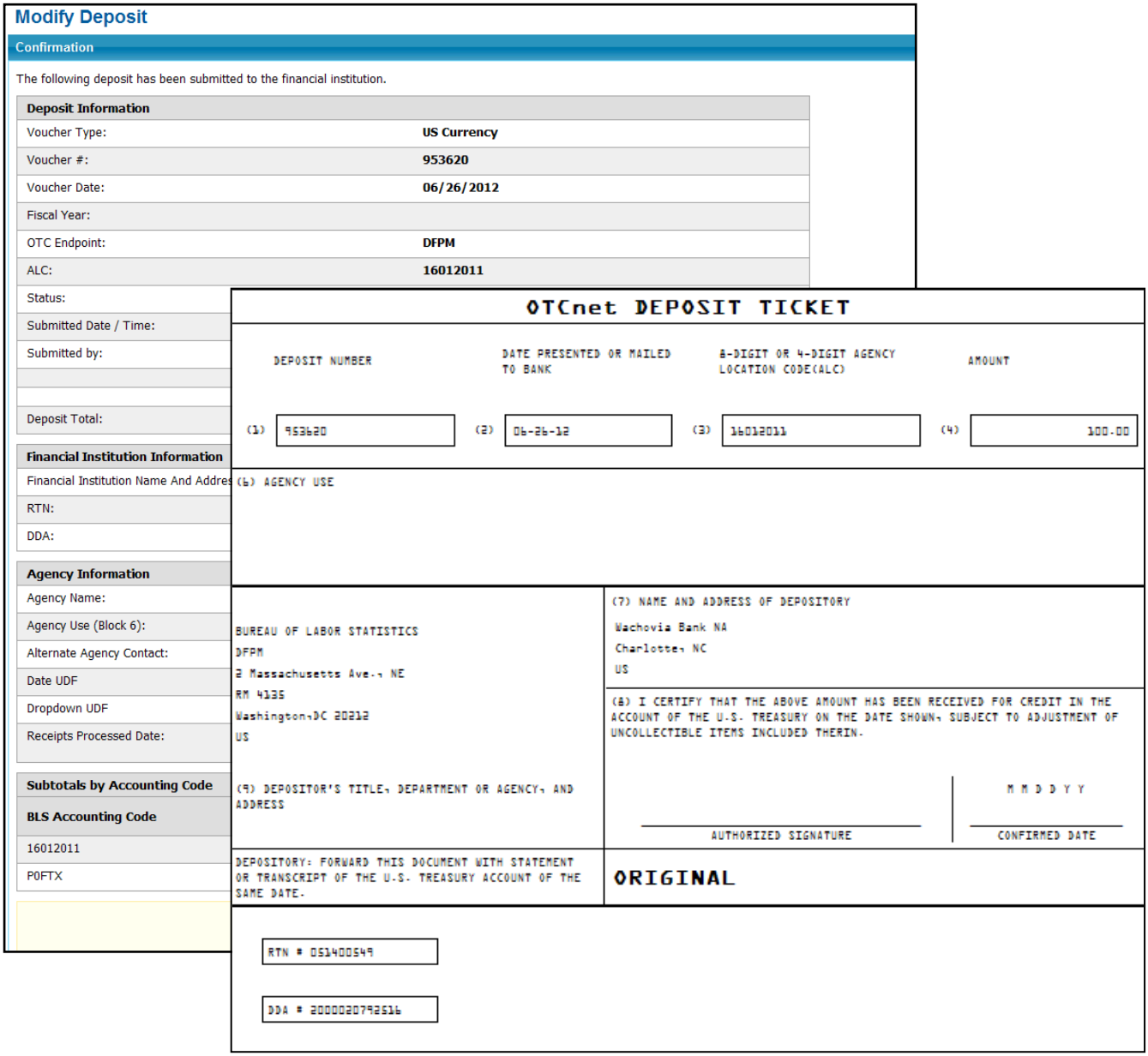


If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.



If you clicked **Submit**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit has been saved with **Submit** status.

Figure 36. Modify Deposit Confirmation



Modify Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	**US Currency**
Voucher #:	**953620**
Voucher Date:	**06/26/2012**
Fiscal Year:	
OTC Endpoint:	**DFPM**
ALC:	**16012011**
Status:	
Submitted Date / Time:	
Submitted by:	
Deposit Total:	

Financial Institution Information	
Financial Institution Name And Addres	
RTN:	
DDA:	

Agency Information	
Agency Name:	
Agency Use (Block 6):	
Alternate Agency Contact:	
Date UDF	
Dropdown UDF	
Receipts Processed Date:	

Subtotals by Accounting Code
BLS Accounting Code
16012011
POFTX

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953620	(2) 06-26-12	(3) 16012011	(4) 100.00

(6) AGENCY USE

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY
Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y
CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 2000020792516

Modify a Deposit

To modify a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
>
> You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 3.

3. From the list, click the **Voucher** number of the deposit you would like to view additional details. The View Submitted Deposit page appears.

4. Click **Edit**. The *Step 1 of 3:* The *Update Deposit Preparation Information* page appears.

5. Update the deposit preparation information and click **Next**.

   To update deposit information for **US Currency,** do the following:

   Under **Deposit Information**,
   - Enter the **Deposit Total**
   - Select the **Voucher Date**
   - Select the **Fiscal Year**, *optional*

   Under **Agency Information**, *optional*
   - Enter comments in Agency Use (Block 6)
   - Enter the date the From: and To: dates the receipts were processed
   - Enter the name the Alternate Agency Contact
   - Enter the User Defined Field details

   Under **Currency Denomination**, *if applicable*
   - Enter the Paper Currency Count
   - Enter the Coin Currency Count

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Click **Calculate $** to determine the Deposit Variance. The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.

To update deposit information for **Foreign Currency Cash,** do the following:

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in Agency Use (Block 6)
- Enter the date the From: and To: dates the receipts were processed
- Enter the name the Alternate Agency Contact
- Enter the User Defined Field details

To update deposit information for **Foreign Check Items,** do the following:

Under **Deposit Information**,

- Enter the **Voucher Date**

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in Agency Use (Block 6)
- Enter the date the From: and To: dates the receipts were processed
- Enter the name the Alternate Agency Contact
- Enter the User Defined Field details

6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Summary

In this chapter, you learned:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Item
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit

In the next module, you will learn how to search for deposits.

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit tic1cket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) – (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA)The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line

corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.
Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.
Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This

report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The business processing day the check transaction is received by the Debit Gateway from the channel applications.

Voucher Number - The number assigned to a deposit by OTCnet.

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